



California State University

Bakersfield

- FOR FISCAL SERVICES USER -



FISCAL SERVICES

IT Services

Date:

PeopleSoft Finance System Access Request

Employee Info

Name (First M. Last): _____ Extension: _____

Position Title: _____ Email: _____

Department: _____ CSUB ID#: _____

Security Info

(to be completed by appropriate administrator)

COA Training **YES** **NO**

NEW

CHANGE

INACTIVATE

Clone Access from User (specify userid):

OR

Access Type:

STATESIDE FISCAL USER

FOUNDATION FISCAL USER

Dept Manager (MPP): _____

LCD / Dept / Payroll Access

LCD - Accounting
LCD - Manager

LCD - Administrative Computing
LCD - Processor

LCD - Budget Manager
LCD - Payroll
LCD - Dept Access

Departments assigned to you:

[Empty rounded rectangular box for listing departments]

Roles (Admin user type only - check all that apply):

AP CHECK	GLBUDGET	POBUYER	RECEIVER
AP CLAIM	GL CONFIG	POMGR	REQUESTOR
AP CONFIG	GLJOURNAL		VENDOR
AP TECH			
AP VENDOR			

Approval - Return to: Fiscal Services - For internal use only

Fiscal Services AVP: _____	Date: _____
Confidentiality in HR on file: Yes No	
Completed By: _____	Date: _____

For questions please send email to peoplesoft@csub.edu

http://www.csub.edu/bas/fiscal/it/forms/cmsspsaccess_FS.pdf